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| --- | --- | --- |
| **Project No.:** | <<[getForm().getProjectNo()]>> | |
| **Protocol Title/No.:** | *<<[getForm().getProtocolNo()]>>* | |
| **Date of Occurrence:**  (DD-MMM-YYYY) | <<[getForm().getStrDateOfOccurrence()]>> | |
| **Date of Discovery:**  (DD-MMM-YYYY) | <<[getForm().getStrDateOfDiscovery()]>> | |
| **Deviated SOP Doc. ID & Title/**  **Version/Effective Date:**  (DD-MMM-YYYY) | SOP Document ID & Title: <<[getForm().getDeviatedDocTitle()]>>  Version: <<[getForm().getDeviatedDocVersion()]>>  Effective Date: <<[getForm().getDeviatedDocEffectiveDate()]>> | |
|  |  | |
| **Deviation Details:** | <<[getForm().getDeviationDetails()]>> | |
| **Corrective Action** | | **Preventive Action** |
| **(Expected) Completion Date: <<[getForm().getStrCorrectiveCompletionDate()]>>**  (DD-MMM-YYYY) | | **(Expected) Completion Date: <<[getForm().getStrPreventiveCompletionDate()]>>**  (DD-MMM-YYYY) |
| <<[getForm().getCorrectiveAction()]>> | | <<[getForm().getPreventiveAction()]>> |

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| * **Reported by** | | | | | | |
| <<[getReportedBy().getName()]>> |  | <<[getReportedBy().getJobTitle()]>> |  | <<image [getReportedBy().getSign()]>> |  | <<[getReportedBy().getDate()]>> |
| Print Name |  | Title |  | Signature |  | Date(DD-MMM-YYYY) |

<<if [isReviewer()]>><<foreach [in getReviewers()]>>

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| * **Reviewed by** | | | | | | |
| <<[getName()]>> |  | <<[getJobTitle()]>> |  | <<image [getSign()]>> |  | <<[getDate()]>> |
| Print Name |  | Title |  | Signature |  | Date(DD-MMM-YYYY) |

<</foreach>><<else>>

|  |  |  |  |  |  |  |
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| * **Reviewed by** | | | | | | |
| N/A |  | N/A |  | N/A |  | N/A |
| Print Name |  | Title |  | Signature |  | Date(DD-MMM-YYYY) |

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| --- | --- | --- | --- | --- | --- | --- |
| * **Confirmed by** (QA Manager): | | | | | | |
| <<[getConfirmedBy().getName()]>> |  | <<[ getConfirmedBy ().getJobTitle()]>> |  | <<image [getConfirmedBy().getSign()]>> |  | <<[ getConfirmedBy ().getDate()]>> |

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| **\* SOP Deviation Reporting Guidelines**   * *Discuss with the Team Manager/Head of Department or Project Manager if you have discovered SOP deviation.* * *The SOP deviation should be documented in this SOP Deviation Report.* * *If SOP deviation is related to project activities, it should be reviewed by the Project Manager. Otherwise, it should be reviewed by the Team Manager/Head of Department.* * *If Project Manager is the first reviewer, the Team Manager/Head of Department of the Project Manager MUST be included as a second reviewer.* * *Please add the relevant Team Manager/Head of Department as a reviewer if more than one department should be involved for CAPA resolution.* * *All original SOP Deviation Report must be delivered to the QA team, and additional documents for evidence can be required if necessary.* |